

E-Tender Document

for

OUTSOURCING OF HOUSEKEEPING SERVICES



**CIPET: School for Advanced Research in Petrochemicals (SARP) - APDDRL
(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizer, Govt. of India)
7P, Hi-Tech Defence and Aerospace Park (IT Sector),
Jalahobli, Devanahalli, Bengaluru North, Karnataka - 562 149
Web: cipet.gov.in, e-mail : apddrlbengaluru@gmail.com**

E-Tender No: CIPET: SARP/BLR/ Housekeeping /21-22/05 Dated: 13.07.2021

Last Date of Submission: 03.08.2021 up to 15.00 hrs.

Notice for Inviting E-Tender

CIPET: SARP-APDDRL, Bengaluru invites online Tenders from registered and authorized contractors in two Bid Systems (Part 1 Technical and Part 2 Financial) for engagement of Housekeeping Services at CIPET: SARP-APDDRL ,7P, Hi-Tech Defence and Aerospace Park (IT Sector), Jalahobli, Devanahalli, Bengaluru North, Karnataka - 562 149.

Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: SARP-APDDRL, Bengaluru
2	Tender No	CIPET: SARP/BLR/ Housekeeping /21-22/05 Dated: 13.07.2021
3	Online Tender submission of bid	www.tenderwizard.com/CIPET
4	Online Tender information available at	www.cipet.gov.in/
5	E-Tender Fees (including GST)	Rs. 2,950/- (Two Thousand Nine Hundred and Fifty only)
6	Earnest Money Deposit EMD (in Rs.)	Provide Bid Security Declaration in prescribed format
7	Security Deposit (in Rs.)	Performance Guarantee / Security deposit equivalent to 3% of the amount of annual contract value
8	Service to be offered	Outsourcing of Office Housekeeping Services (05 Nos. Approx.)
9	Estimated cost of tender	Rs.10,00,000/-
10	Date of E-Tender Publication	13.07.2021
11	Date and Time of Issue or download Tender	13.07.2021, 10.00 Hrs onwards
12	Last Date and Time for Submission of Tender	03.08.2021 up to 15.00 Hrs
13	Date, Time and place of opening of Technical bid	03.08.2021 up to 15.30 Hrs CIPET: SARP-APDDRL, Bengaluru
14	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by over phone.
15	Bank Details of CIPET: SARP-APDDRL, Bengaluru	Account No. : 38621600398 Bank Name : State Bank of India Bank Address : State Bank of India, Bagalur Main Road, Yelahanka ISFSC Code : SBIN0021733

Notice Inviting E- Tender

E-Tender No: CIPET: SARP/BLR/ Housekeeping /21-22/05 Dated: 13.07.2021

The prescribed Tender Form containing the details may be viewed/download website www.tenderwizard.com/CIPET, www.cipet.gov.in up to 03.08.2021,15.00 Hrs.The Tender Fee and EMD will be accepted through Online Transfer RTGS/NEFT to State Bank of India "CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.

The online bidding documents (Technical bid, EMD Declaration Form and Financial bid) duly filled as per the instructions of the e-tender document online latest by 15.00hrs on 03.08.2021 and **offline tender document shall not be accepted and such tender may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) providing Technical Bid shall be opened on 03.08.2021 at 15:30 hrs in the presence of Tender Committee Members in Admin Department. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

The tender documents giving full details, terms and conditions can be downloaded from Web Site www.tenderwizard.com/CIPET, www.cipet.gov.in. The offers to submit online shall contain the following.

Content of Bidding Documents

List of Documents to be uploaded online

1. Scanned copy of E.M.D. Declaration Form & Tender fess transferred to **CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.**
2. Profile of the Manpower Contractor on the letter head.
3. Name of the owners/partners/director of the firm/company /corporation and their addresses.
4. License copy of registration of the firm /company.
5. Copy of Labour registration.
6. Copy of GST, PAN, PF and ESIC registration.
7. Work order for similar work in the last 3 years.
9. Name and addresses of bankers with whom the account is maintained.
10. Balance sheet with Income Tax Returns for the last 3 years (2018-19, 2019-20 and 2020-2021).
11. Average Annual Turnover of Rs. 75 lakhs for the last 3 years (2018-19, 2019-20 and 2020-2021).certified by a Chartered Accountant.
12. Number of disputes arises with clients, reasons of disputes and present status of disputes of detail. (on company letter head)

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Tender cost, EMD Declaration Form and Technical bid found in order shall be opened. The financial bids of the tenderers, who have been found qualified by the tender condtions shall be opened. Senior Scientist & Head, CIPET: SARP-APDDRL, Bengaluru reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

**Senior Scientist & Head
CIPET: SARP-APDDRL, Bengaluru**

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - a. Experience of at least Three Years in providing the Housekeeping Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
 - b. Minimum Annual Turnover of Rupees 15 Lakhs and more only for Housekeeping services service during the last three financial years and carried over at least one Housekeeping services contracts of 10 or more Housekeeping personal in one contract.
2. The Tenderer should be registered License under contract labour (Regulations & Abolition) Act, 1970 should have PAN, GST, PF & ESI registration,
3. The Tenderer shall have well established office in Bengaluru since last 3 years and having client in Bengaluru (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
5. The Tenderer must submit duly filled Tender form specified in Annexure 1 to 5 (as Technical Bid) of this document.
6. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
7. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover and carried out 10 or more Housekeeping personal in contract.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
10. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
11. CIPET: SARP-APDDRL, Bengaluru does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

Scope of the Work

1. Cleaning of Overall Building, Hostel, Bathrooms and every area in CIPET: SARP-APDDRL, Bengaluru campus from inside and outside. e
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus.
3. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
4. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, ordinal in the toilets as per requirement.
5. Cleaning the dirtiness spreader by birds and animals on regular basis and cleaning the roofs, chajjas and passages at least once a month. Removing and disposing outside the bodies of animals and birds etc died in the campus if any.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals in every three month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalise by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
8. In case of absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in two hours. Absence of any Housekeeping person will lead to penalty of Rs. 1,000 per day + salary of that housekeeping person.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.
10. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it functional all the times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET: SARP-APDDRL, Bengaluru.
11. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas once in a week. Cleaning of water purifiers once in week.
12. The cleaning workers shall carefully clean the carpets with vacuum cleaner as and when required on receipt of instructions from CIPET officials.
13. Cleaning of the furniture of office and classrooms every day before 9.00 AM. Cleaning of the Roads and porches every day in the morning
14. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintained it in good condition.
15. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET I campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
16. CIPET reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.
17. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyl, room freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET and handover to the contractor/Supervisor on monthly basis from stores department.
18. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
19. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
20. The Supervisor and Cleaning workers should be in proper uniform I-Card provided by the contractor for which no extra charge shall be paid by CIPET for cleaning of roof and fascade cleaning.
21. Mopping of Toilet and cleaning of front office area 1 times in 1st Half & 1 times in 2nd half. Any other work assigned by the management.

Special Terms & Conditions

1. The Housekeeping agency shall provide trained & well-disciplined Housekeeping personnel on 06 days of a week to maintain & upkeep the Institute and Hostel premises.
2. The agency shall provide experienced Housekeeping Supervisor to control the team of Housekeeping personnel. The Supervisor shall be responsible to monitor the duties / functions of Housekeeping personnel and report to the management for any lapse immediately.
3. The Housekeeping Staff shall be good physique, properly trained and should be able to communicate in Marathi & Hindi. Only the Housekeeping Supervisor (Age: Not more than 50 years) and Housekeeping personnel (Age: Not more than 45 years) approved by the Centre Head, CIPET: SARP-APDDRL, Bengaluru or his authorized Officer shall be posted on duty and for the Housekeeping Services not approved but posted on duty no payment shall be admissible.
4. The Housekeeping agency shall be responsible for properly carrying cleaning satisfaction of the institute and Hostel premises.
5. The Housekeeping agency shall provide the necessary Tools viz. spate, sprinkles, Hedge cutters, lawn movers, scissors and other required Gardening Tools.
6. The Housekeeping personnel so deployed should not be changed frequently without the consent of CIPET Management.
7. If at any time additional personnel are required on temporary basis, the agency shall arrange the required personnel. The additional Housekeeping personnel shall be paid on the prescribed rates on pro rata basis.
8. The agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
9. The agency shall be solely responsible for enforcement of the provisions of various labour laws such as payment of wages and allowances, provident funds, ESI, etc related to the Housekeeping personnel deployed in CIPET.
10. The Housekeeping agency shall solely be liable for payment of wages and other dues to the Housekeeping personnel deployed in CIPET. In the event CIPET makes any payment or incurs any liability towards these personnel, the agency shall indemnify the amount so paid to CIPET.
11. An agreement will be required to be entered for a period/periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
12. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
13. To watch habitual offenders and mischief-makers (inside/outside) and to inform the management immediately, if anything unusual is noticed.
14. The services of the agency can be terminated without assigning any reason by giving 30 days notice on either side.
15. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the housekeeping agency for housekeeping and other purposes. The decision of the Centre Head with respect to calculate the losses will be final and binding.
16. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
17. To extend all courtesy to Visitor, Customers and CIPET Employees and their families while maintaining integrity, orderliness and discipline. The Housekeeping personnel shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instructions of the Institute
18. The Housekeeping Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week whenever specially called by the Institute and ensure that all the Housekeeping personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
19. The Housekeeping Agency shall not use the CIPET premises for handling their dispute between the Housekeeping personnel. They shall resolve dispute in their office only.
20. The Housekeeping Agency shall provide mobile phone facility to the Security Guards for communication in the event of any emergency.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

General Terms and Conditions

1. Period of Contract: The contract period will be initially for a period of One Year extendable on satisfactory performance and mutual consent on same terms and conditions to twice each time for One Year and/or it can be terminated by the Centre Head by giving on month notice to the agency.
2. **Latest Minimum wages as notified by State Government (Karnataka) revised from time to time shall be paid.**
3. **Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD.**
4. **Bidder register under Micro & Small enterprise (MSEs) will be considered only for relaxation of EMD not for Tender fees.**
5. Agencies must have its own local Office in "Bengaluru" & in this office there must be minimum 2-3 staff who can handle the problem related to Housekeeping Services.
6. In light of the provisions contained in point-4 contained in OFFICE MEMORANDUM No. F.9/4/2020-PPD, Gol, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020, all bidders must submit the Bid Security Declaration in prescribed format, in place of EMD
7. Successful bidder has to submit Performance Guarantee / Security deposit equivalent to 3% of the amount of annual contract value in the form of fixed deposit of a nationalized bank in favour of Sr.Scientist & Head, CIPET:SARP,APDDRL-Bengaluru, which should be valid for a period of 60 days beyond the completion of the contractual obligations by the bidder. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the agency. The same will be returned after the completion of contract without interest.
8. CIPET: SARP-APDDRL, Bengaluru reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
9. The bill shall be submitted by the Housekeeping Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
10. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
11. The tenderer shall have to execute an agreement with CIPET: SARP-APDDRL, Bengaluru on a Non Judicial stamp paper of Rs.100/-after issue of work order.
12. The agency should abide by rules laid down by any statutory authority relevant to the deployment of Housekeeping personal.
13. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
14. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
15. The agency should get it registered the Housekeeping personal in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Guards.
16. If a New Housekeeping is taken, the agency should provide ESI and P.F. member to the name of the Housekeeping personal from the date of appointment.
17. Any misconduct/misbehaviour/indiscipline of security team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET: SARP-APDDRL, Bengaluru Management reserves the right to take all appropriate actions under such circumstances.
18. The Contractor shall solely be liable for payment of wages and other dues to the Housekeeping personal deployed in CIPET.

19. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.
20. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
21. CIPET: SARP-APDDRL, Bengaluru is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
23. The Housekeeping personal provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
24. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this regard. agency shall have to pay the Housekeeping personal salary through bank account and salary is to be credited every month. Enclosed the copy of Bank Statement as proof.
25. Tax as applicable shall be deducted from the monthly bill of the agency.
26. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
27. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
28. The payment of Bill shall normally be paid within Ten days from the date of submission.
29. In case of non-compliance with the contract, the CIPET reserve its right to :-
 - a. Cancel/revoke the order; and
 - b. Impose penalty up to 5% of the total value of the contract.
30. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the Housekeeping agency. The decision of the Centre Head with respect to calculate the losses will be final and binding.
31. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of management shall be final and binding in all cases.
32. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
33. Each page of the Tender documents is required to be signed by the tenderer. The Tender documents must be filled in English and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
34. The Contractor shall solely be liable for payment of wages and other dues to Housekeeping personal supplied by the contractor deployed in CIPET: SARP-APDDRL, Bengaluru. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this regard
35. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
36. **EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**

Only those bid which qualified for the Technical part will be considered for examination in the financial part. After opening of successfully qualified in the technical bid inspection team of CIPET: SARP-APDDRL, Bengaluru verify the sites/Office of the tenderers. The evaluation and comparison of responsive bids shall be on the rate for the services offered.

If there is a tie in service charges, the bid scrutiny committee decides the awarding the contract depending upon their

 1. Last three years Annual Turnover.
 2. Years of Experience in related service in Govt. organization
 3. The decision of Director & Head shall be final in this regard.

37. CONVASSING AND OTHER OUTSIDE INFFUENCE

- a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
- c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.

38. SUMMARY REJECTION OF BIDS

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

- a. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security. Any bid received offline. Any conditional bid.
- b. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
- c. Any bid received not signed by duly authorized signatory at all appropriate places.

39. All legal matter will be under Bengaluru Judiciary only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

- 1) In light of the provisions contained in point-4 contained in OFFICE MEMORANDUM No. F.9/4/2020- PPD, GoI, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020, all bidders must submit the Bid Security Declaration in prescribed format, in place of EMD.

Successful bidder has to submit Performance Guarantee / Security deposit equivalent to 3% of the amount of annual contract value in the form of fixed deposit of a nationalized bank in favour of Sr.Scientist & Head, CIPET:SARP,APDDRL-Bengaluru, which should be valid for a period of 60 days beyond the completion of the contractual obligations by the bidder. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the agency. The same will be returned after the completion of contract without interest.

- 2) The Centre Head, CIPET: SARP-APDDRL, Bengaluru reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

PART A: Annexure 1
CIPET: School for Advanced Research in Petrochemicals (SARP) – APDDRL, Bengaluru
TENDER APPLICATION FROM FOR SECURITY SERVICES
To be submitted in (Technical-Bid)

TO BE FILLED UP BY THE CONTRACTOR

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

DECLARATION BY THE CONTRACTOR

S. No.	Details of Information/Data	Details
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID.	
5	Establishment Registration no. & Date	
6	Proof of Registration with the labour commissioner	
7	Labour License Registration no. & Date	
8	EPF Registration no. & Date	
9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	Tender Fees Rs. 2950/- Details UTR NO. Date of UTR	
13	EMD Details (Bid Security Declaration in prescribed format, in place of EMD)	
15	Average Annual Turnover of Rs.15 Lakhs. and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2018-19, 2019-20 and 2020-2021)	
16	Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2018-19, 2019-20 and 2020-2021)	
17	Experience of similar services offered by your firm for not less than 15 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
21	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: SARP-APDDRL, Bengaluru has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

(Signature of Bidder)
Name & Designation Seal of the firm

Place: _____

Date: _____

Work done in last 3 years (all details should be supported by the documents)
(Use separate sheet, if required)

Name of organisation	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No

Note: Work done Certificate on clients letter hand as proof for Ton over and carried out at least one Security Services contracts of 15 or more in contract

Authorized Signature

(Person of Agency)

UNDERTAKING

I/We, Mr./Ms.....Son/Daughter/Wife
of.....(Address).....
..... on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI, EPF, Licence Fee, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1970, etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, GST, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition) Act, 1970, etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Date: Signature & seal.....

Name.....

Place: Business Address.....

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING
(TO BE PRESENTED TO THE BID OPENING COMMITTEE)

To,

The Senior Scientist & Head
CIPET: SARP-APDDRL
Bengaluru

Shri.....whose specimen signature is given below is hereby authorized to attend the bid opening on..... at.....

1. Specimen Signature

Signature of Bidder

Of the person authorized
To attend the Bid

Name:.....

Name of Firm:.....

2. Name.....

Date:.....

CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET: SARP-APDDRL, Bengaluru. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

(‘Near Relative’ means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal & signature of Bidder

Date.....

Name:.....

Address:.....

.....
.....

FINANCIAL BID

I) Housekeeping Services

Sl. No.	Details of Monthly Wages	Housekeeping Personal (1 nos.) (Rate per person per month) (Rs.)
1	Monthly Wage	
2	EPF @12% on Basic+DA	
3	ESI @ 3.25% on Total Wages	
4	Sub: Total (1+2+3)	
5	Agency Charges@ % on Sr. No. 04	
	Total	

Note: GST will be paid extra as applicable.

Signature of the Bidder _____

Date: Name of the Bidder _____

Place: Business Address _____

Seal

NOTES:

1. The quoted rates/amount Service Charges is for complete items in all respect. It will be deemed to include all incidental charges, supervision, uniforms, transport, contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract.
2. The Tenderers quoted rates/amount are inclusive of all taxes, statutory contributions etc. except Service Tax which will be paid by CIPET: SARP-APDDRL, Bengaluru on actual against documentary proof on tax invoices raised by the tenderer.
3. Income Tax and other statutory deductions as applicable will be deducted from every bill.